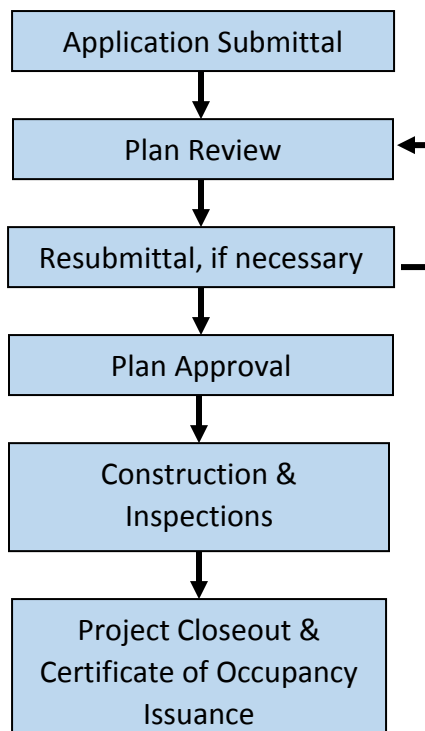


Residential Building Permit

Application Packet for:

- Single-Family Residential Interior & Exterior Renovations
 - Single-Family Residential Additions
 - New Single-Family Homes



The Following Information is Included in this Packet:

- A. Residential Building Permit Process Flowchart
- B. Instructions for Obtaining a Residential Building Permit
- C. Building Permit Application
- D. Single-Family Residential Building Permit Plan Checklist
- E. ROW Encroachment Permit Instructions
- F. Sewer Capacity Evaluation Form

Residential Building Permit Process



Official Submittal

1. One digital PDF of plans
2. Completed Application
3. REScheck form (<https://www.energycodes.gov/rescheck>)
4. ROW Encroachment Form (if necessary)
5. Payment of plan review fees

Plan Review

1. Internal Planning & Development Review: Planning/Zoning, Building, Arborist, Engineering
2. Chamblee Public Works (right-of-way encroachment only)
3. DeKalb Watershed (new residential units only – not required for additions, demo/rebuild, etc.)
4. DeKalb Health Department (septic tanks only)
5. Federal Aviation Administration FAA Form 7460-1 and any and all responses received from FAA (by Department request for specific projects only)
6. Internal reviews (those done by City staff) take 5 business days; external reviews run concurrently with internal reviews, but may require additional time.
7. Internal review comments are sent to applicant via email by Development Coordinator in a Code Compliance Letter.
8. Internal reviews for resubmittals take 3 business days.
9. Each City resubmittal requires that the applicant submit one digital PDF and response letter addressing comments from the Code Compliance Letter.

Project Closeout

1. The following project closeout documents are required at the conclusion of all projects:
 - a. City of Chamblee final inspections (must be requested by applicant).
 - i. Site final
 - ii. Building final
 - iii. Zoning final (new residential only)
 - b. In addition to City inspections, projects within GDOT right-of-way require GDOT final inspection
 - c. Additional documents as required based on project scope, if needed.
2. Once all required project closeout documents are submitted and verified, a Certificate of Occupancy/Completion will be issued

Inspections

1. Email for inspections at inspections@chambleega.gov, call the inspection hotline at 404-450-0012, or schedule online at www.chambleega.com/157/permits-inspections
2. Inspection requests submitted by 4 p.m. will be scheduled for the next business day.

Questions?

Just ask. Contact us at 770-986-5010 or chambleedevelopment@chambleega.gov.

Plan Approval

1. Once plans are approved, the applicant will be contacted to submit the following:
 - a. Remaining fees to be paid, including NPDES fees for projects with >1 acre of land disturbance
 - b. Remaining Required Documents for Permit Issuance:
 - i. Sewer Capacity Letter or Sewer Capacity Evaluation Form – (new residential units only – not required for additions, demo/rebuild, etc.)
 - ii. General Contractor Affidavit or, if owner is acting as G.C., Homeowner's Declaration Form
 - iii. Contractor's Georgia Business License and State License
 - iv. Government Issued ID for General Contractor and/or Authorized Agent (Driver's License, Passport, etc.)
 - v. Authorized Permit Agent Affidavit
 - vi. Erosion control bond, if necessary
 - c. All subcontractor affidavits are required to be submitted before inspections are scheduled.
2. One digital PDF of final plan set (maximum size is 25 MB). A stamped digital version will be emailed to applicant and shall be printed and kept on job site.
3. Once all requisite documents are submitted and verified, the permit can be issued.



INSTRUCTIONS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

Use this permit for:

- Interior & exterior single-family residential renovations
- Single-family residential additions
- New single-family homes

All construction must comply with zoning and building requirements. The City's Code of Ordinances may be viewed online through Municode at: www2.municode.com/library/ga/chamblee/codes/code_of_ordinances.

Individual PDF files may not exceed 25 MB. Larger files should be separated into individual PDFs.

- A. **Submit a PDF digital version of a site plan** showing all existing structures, new structures or additions, curb cuts, sidewalks, landscaping, utility locations and property/right-of-way/set-back lines and other pertinent details. For interior finish only, no site plan is required. Plans must be to scale and include address and contact information for the owner and design professionals. See Site Plan Review Checklist in this application packet for more information.
- B. **Submit a PDF digital version of the plans** as required for the construction of all new buildings, additions or remodeling involving structural changes. All plans should be clearly drawn to scale (feet/inches). For interior remodel, site plans are not required unless requested by the Department, but applicants must clearly indicate the scope of work within the structure.

Depending on the type of construction, plans may be required to be prepared by a registered design professional. See [Section 18-11 of the City Ordinances](#) for details on structural plan requirements. Site plans may be required to be prepared by a registered surveyor at the discretion of the Planning and Development Department.

- C. **Sewer Capacity (new residential units only – does not apply to renovations, additions, demo/rebuild).** The applicant must complete and submit the attached Sewer Capacity Evaluation Request form to DeKalb County Department of Watershed Management.
- D. **Fees.** Building permit fees are based on standard Valuation Tables. (See [Fee Schedule](#).) A Plan Review Fee of 25% of the Permit Fee will be charged on all residential building permits (min. plan review fee/\$100; min. permit fee/\$150). See NPDES fees and Erosion Control Bond amount on the Residential Building Permit Submittal Checklist on the following page. Payment of the Plan Review Fee is required with the first submittal. Remaining fees are due prior to permit issuance.
- E. **Plan Revision and Resubmittal Process.** Code compliance comments from the Department will be sent jointly via email to the contact person listed on the application. All resubmittals must be submitted electronically along with a separate document that includes detailed responses to any comments provided. The applicant must work directly with any other outside review agencies, if required (see attached flowchart).
- F. **Plan Approval.** When the plans are approved, an approval letter will be emailed to the primary contact listed on the application. This letter will notify the applicant of any outstanding items necessary to issue a permit. In addition, the applicant will be asked to submit one (1) final digital copy of all plans. The applicant must also provide all required outstanding, supporting documentation appropriate to the project (i.e. bonds, REScheck, external approvals, etc.) outlined in the approval letter. Once the plans are digitally signed by staff, the applicant will receive an electronic copy via email to be printed and provided on site through the duration of the project. Once the project is approved and all documents have been accepted, the City will issue the permit.

Notes to Contractors or Homeowner acting as Contractor:

- The street address and/or suite numbers must be clearly posted at all project locations.
- Construction dumpsters may not be placed in the street.
- The inspection card and an approved set of the plans must remain on the site at all times during construction.
- Permits are not transferable, nor are they refundable.
- Permits expire if work is not begun within 180 days or substantially completed within two years of issuance.
- A **Certificate of Occupancy** or **Certificate of Completion** may be obtained when all permits issued have approved final inspections and all required fees, bonds, site work, documentation, and landscaping reviews have been completed.

RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

(Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)

Initial Submittal:

- Complete Building Permit Application
- REScheck Form (<https://www.energycodes.gov/rescheck>)
- ROW Encroachment Form (if required)
- Plan Review Fee
- PDF Digital version of plans

Plan Revisions:

- PDF digital version of plans
- Document including detailed responses to any plan comments
- Any other requested supporting documents from reviewers

Prior to Issuance of Permit:

- Building Permit Fee
- C/O or C/C Fee
- NPDES fee to City of Chamblee (\$80/disturbed acre, 50% to Chamblee and 50% to EPD) and receipt for fee to EPD (for projects with >1 acre of land disturbance only)
- Erosion Control Bond (\$3,000/acre or fraction thereof)
- PDF digital version of final plan set
- Homeowner Declaration Form (if homeowner is acting as General Contractor)
- Copy of current Georgia Business License (not required for Homeowners acting as General Contractor)
- Copy of qualifying Georgia State License for the General Contractor (not required for Homeowners acting as General Contractor)
- Copy of GSWCC (Soil & Erosion Control certification) card (not required for Homeowners acting as General Contractor)
- General Contractor affidavit (not required for Homeowners acting as General Contractor)
- Subcontractor Affidavits (may be submitted after issuance of building permit but prior to any subcontractor work being done)
- Outside Agency Approvals
 - Sewer Capacity Letter or Sewer Action Plan (new residential units only, not including demo/rebuild)
- Any other required supporting documents and/or bonds, if necessary



Building Permit Application

Job Address:		City:	State:	Zip:
Unit/Apt/Suite/Floor #s:		Number of residential units:	Purpose: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alter <input type="checkbox"/> Repair	
Project/Business Name:		Scope of work: <input type="checkbox"/> Interior <input type="checkbox"/> Exterior Description of work to be performed:		
Building Type: <input type="checkbox"/> Single-family detached residential <input type="checkbox"/> Townhome(s) <input type="checkbox"/> Multi-family residential, mixed-use, or non-residential		<input type="checkbox"/> Land Disturbance: Total Disturbed Acreage: _____		
Construction areas (check all that apply): <input type="checkbox"/> Heated area square feet _____ <input type="checkbox"/> Deck square feet _____ <input type="checkbox"/> Unheated basement square feet _____ <input type="checkbox"/> Unheated garage square feet _____				
Business Owner Name (non-residential permits only):		Phone #:	Right-of-way encroachment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Stream within 200 feet of property? <input type="checkbox"/> Yes <input type="checkbox"/> No

Property/Building Owner (of Job Address):			General Contractor Co. (If homeowner, provide Declaration Form):		
Name:			Company Name:		Contact Name:
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
E-Mail:			E-Mail:		

Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
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Type of Construction (VB, IIB, IA, etc.) – Single-family residential = VB	Occupancy Type (Business, Residential, Mercantile, etc.):
---------------------------------------------------------------------------	-----------------------------------------------------------

Contractor's Business License #:	State License #:	<input type="checkbox"/> Qualifying Agent	<input type="checkbox"/> Licensed Individual
Qualifications Held: <input type="checkbox"/> Residential Basic Contractor <input type="checkbox"/> Residential Light Commercial <input type="checkbox"/> General Contractor			

Sub-contracted work for this job			
<input type="checkbox"/> Electric	<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC	<input type="checkbox"/> Low Voltage <input type="checkbox"/> Other _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current City and State Building Codes. This permit is void if no construction activity commences within six months of issuance date or an extension is granted per City Code.

I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the building permit issued as a result of this application. I also agree to allow all inspections and right of entry per Section 120-2 of the UDO.

****Note: Only the Property Owner, Architect or General Contractor should sign this application as an applicant. EXCEPTION: If a tenant is applying to move into a commercial space, then the tenant should sign as the applicant.**

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____



SINGLE-FAMILY RESIDENTIAL BUILDING PERMIT PLAN CHECKLIST

CHECKLIST OVERVIEW

All work must be in conformance with an approved site plan and applicable City ordinances, codes, and policies. Some requirements may not apply to all projects.

Submittal Requirements for Plan Review:

1. Provide a Site Plan, drawn to scale, that shows the following:

	a. All property lot lines
	b. Building footprints and dimension to the lot lines
	c. Abutting street(s)
	d. Curb cut(s)
	e. Setbacks applicable to that zoning district per City Ordinance
	f. The use, square footage, and height of the building(s)
	g. Vehicle parking area(s)

Site plan requirements may be waived for interior-only permits at the discretion of the Department.

2. Provide information to verify that applicable zoning requirements are met:

	a. Impervious surface area calculation (% of lot area) - Section 230-1
	b. Floor Area Ratio (FAR) - Section 230-1
	c. Open space (% of lot area) - Section 230-1
	d. Max. building height - Section 230-1
	e. Lot size - Section 230-1
	f. Lot width - Section 230-1
	g. Front yard setback - Sections 230-1
	h. Side yard setback - Section 230-1
	i. Rear yard setback - Section 230-1
	j. Accessory use provisions (if applicable) - Chapter 240, Article 2 under use code
	k. Hedges, fences, and walls requirements – Sec. 230-6
	l. Supplemental use provisions (if applicable) - Chapter 240, Article 3 under use code
	m. Location, design and construction of parking areas requirement – Chapter 250
	n. Special conditions based on zoning history of the site (if applicable). If applicable, attach conditions in table format, indicating required and provided provisions.

3. Provide information to verify the following Tree requirements are met. See [Residential Tree Preservation Guide](#) for more information.

	a. Building permits other than interior-only projects require that properties comply with tree density regulations.
	b. Include a Tree Survey Plan and Inventory that includes: <ul style="list-style-type: none"> • To-scale map or site plan. • Note the location of all specimen trees or stands of trees plus all other trees which will be preserved and counted toward meeting site density requirements • Include specimen trees and their critical root zones with labels/inventory of size and species. Include trees to remain and those proposed for removal. • Include all other trees to be counted toward meeting density requirements, with labels/inventory of size and species. (Existing trees less than two inches DBH do not need to be shown and cannot be included toward Existing Density Factor). • For forested areas over two acres, sampling methods may be used to determine tree densities. • Show all tree protection zones, tree save areas, and buffers with existing trees.

	i. Tree Replacement Plan (if applicable)
	j. If site cannot bear replanting of required density, submit alternative as required under Minimum Density Requirements
	k. Pay \$50 Fee to City of Chamblee for Tree Removal Permit if applicable

4. Erosion and Sedimentation Control (not required for interior-only permits)

	a. Show grading & drainage: Existing and proposed ground contours/elevations, indicating cut and/or fill operations; may include stockpiling.
	b. Show limits of disturbance and note number of disturbed acres.
	c. Show BMPs for erosion and sedimentation Control.
	d. Delineate streams, stream buffers, and wetlands or certify there are none are on the site or within 200 feet of the site.

5. Building Plans

	a. Architectural plans showing compliance with International Residential Code.
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RIGHT-OF-WAY ENCROACHMENT PERMIT INFORMATION

I. When is a permit required? A right-of-way encroachment permit is required for any work in the public right-of-way, including:

- Temporary and permanent structures
- Land disturbance
- Vegetation removal/planting
- Utility work
- Lane and sidewalk closures

II. Plan submittal requirements

A complete **permit application** is required to be submitted a minimum of 14 days before work is proposed to begin. Permit applications should be submitted to the Public Works Department via the Permit Portal here: <https://www.chambleega.com/548/Encroachment-Permit>. For more information or questions about right-of-way encroachment, please contact the Public Works Department.



SEWER CAPACITY EVALUATION REQUEST

Department of Watershed Management

Project Information:

Project Address:	_____	Project Name:	_____
	_____	Type of Development:	_____
	(City, State, Zip Code)		
Intended Tie-In Manhole ID:	_____	Land Lot and Parcel ID:	_____
Total Peak Flow Requesting:	_____ GPD	Sewershed:	_____
	Proposed Peak Flow minus existing peak flow		

Developer/Owner Information:

Company's Name:	_____	Address:	_____
Contact Name:	_____	City, State, Zip Code:	_____
Phone Number:	_____	Email Address:	_____

Engineer Information:

Company's Name:	_____	Address:	_____
Contact Name:	_____	City, State, Zip Code:	_____
Phone Number:	_____	Email Address:	_____

Please include the following items in your submittal package:

- Proposed Peak Daily Flow Calculation based on attached guidelines (See Appendix B)
 - Existing Developments
 - New Conditions
- Separate detailed calculation sheet signed by the owner or owner's representative for each project
- All requested flows greater than 500 gpd ADF must be sealed by Professional Engineer
- Geographical Information System (GIS) map clearly showing the proposed site (s) surrounds areas, and utilities
- Proposed utility plan, if available

Name:	_____	Date:	_____
Signed:	_____	Seal:	_____
(By Professional Engineer)			

Capacity Evaluation Request will not be accepted until form is fully completed and all supplemental information is attached. Submit documents to sewercapacity@dekalbcountyga.gov

Internal Use Only

Date Capacity Request Reviewed and Accepted:	_____	Received By:	_____
		Signed:	_____

Appendix – B

Table 1: Sanitary Flow Contributions from Site Specific Sources

CONTRIBUTOR	UNIT	Design Average Daily Flow (GPD)
Residence, single family	Per residence	240
Residence, multiple family (Apartments)	Per unit	240
Commercial/Mercantile Building	Per 1,000 square feet	75
Industrial/Warehouse (Not including food service)	Per 1,000 square feet	75
Offices (Not including food service)	Per 1,000 square feet	175
Shopping Center (Not including food service)	Per 1,000 square feet	100
Restaurant/Coffee Shop/Fast Food/Bar/Tavern	Per 1,000 square feet	1650
Amusement/Recreation/Arcade	Per 1,000 square feet	200
Barber Shop/Beauty Salon	Per customer station	333
Caterer	Per 1,000 square feet	3300
Church (Not including food service or day schools)	Per 1,000 square feet	65
Coin Laundries	Per machine	400
Commercial Laundries	Per machine	640
Hospitals	Per bed	200
Nursing Home	Per bed	125
Motel/Hotel	Per room	100
Police/Fire Station – w/residents	Per bed	125
Police/Fire Station – w/o food service	Per 1,000 square feet	175
School – w/ kitchen	Per 1,000 square feet	200
School – w/cafeteria	Per 1,000 square feet	250
School – w/cafeteria and gym	Per 1,000 square feet	400
Service Station	Per fuel pump unit	120
Theater/Museum/Auditorium	Per 1,000 square feet	65
Other Facility not listed:	Subject to Approval by the County	

GPD = gallons per day

Total

NOTE: Design peak flow rates shall be calculated by multiplying the total design average daily flow rate determined per the table above by a peaking factor of 4.0.

Fill out SCER application, show calculations, scan your application and submit via email:

sewercapacity@dekalbcountyga.gov



HOMEOWNER DECLARATION FORM

The undersigned hereby applies for consideration as a property owner desiring to perform construction on his/her residence. In making this request for a "home owner" permit, the undersigned states the following to be true:

1. Applicant resides or intends to reside on premises. Property described in permit application is currently owned by applicant. Applicant has not made a previous Homeowner Declaration where he/she has failed to reside at the premises thereafter.
2. Applicant will serve as the building contractor and accept inherent responsibilities for the work authorized by the approved permit.
3. Applicant agrees to hire properly licensed contractors for work that is further sub-contracted. All plumbing, electrical and HVAC work will require separate sub-contractor forms, including work performed by applicant in lieu of licensed contractors.
4. Applicant agrees to perform all work in accordance with all applicable codes and strictly adhere to the inspection requirements. The undersigned acknowledges that all required inspections must be performed in an established sequence and that any work done in violation of the codes must be corrected or may be ordered to be removed.
5. Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code may be revoked for false statements or misrepresentation as to the material fact in the application on which the permit was based.
6. Applicant further acknowledges that he/she is aware that any knowingly false statements made in the permit application will subject said applicant to possible prosecution. Georgia Criminal Code, Section 1610-71 (False Swearing).

PROPERTY ADDRESS: _____

TYPE OF WORK TO BE PERFORMED:

CHECK ALL THAT APPLICANT IS RESPONSIBLE FOR:

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> LOW VOLTAGE |
| <input type="checkbox"/> GAS | <input type="checkbox"/> BUILDING |
| <input type="checkbox"/> OTHER: _____ | |

APPLICANT'S NAME: _____ **APPLICANT'S SIGNATURE:** _____ **DATE:** _____